



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

July 1, 2005

MEMORANDUM

TO: Local Management Entity Directors
Developmental Day Center Directors
Exceptional Children's Services Directors

FROM: Mike Moseley 

RE: Developmental Day Centers Teacher Certification Process

There has been some confusion regarding the process which teachers in Developmental Day centers should follow to apply for or renew their teacher certification by the Department of Public Instruction. This activity has been coordinated by staff in the Division of Public Health for several years but is being transitioned to the Division of Mental Health, Developmental Disabilities and Substance Abuse Services. Specific instructions regarding the application and renewal process are attached to this memorandum. Please ensure that your teachers receive this information and adhere to the proper guidelines for submission of their paperwork. Applications and all supporting documentation should be sent to:

Accountability Team
Attn: Teacher Licensure and Certification
Resource Regulatory Management Section
Division of MH/DD/SAS
3012 Mail Service Center
Raleigh, NC 27699-3012

Physical Address:
3824 Barrett Drive, Suite 304
Raleigh, NC 27609.

If you or a teacher has questions about the process, please email DMHDDSAS at contactdmh@ncmail.net.

cc: Secretary Carmen Hooker Odom
Executive Leadership Team
Management Leadership Team
State Facility Directors
Allen Dobson, MD

Chair, Commission on MH/DD/SA
Chair, State CFAC
Chair, Coalition 2001
Carol Duncan Clayton
Patrice Roesler



Developmental Day Centers Teacher Certification

The forms and instructions for teacher certification can be obtained at the web address below. Additional questions should be directed to the Contact DMH.

<http://www.ncpublicschools.org/licensure/forms.html>

